

Chapter:	Health and Safety	Reference No.:	001040.00
Section:	Policies and Programs	Date Effective:	2012/01/15
Subject:	Wellness Program	Replaces:	
Issued To:	All Staff	Last Review:	See Table of contents
Issued By:	Sharon Walker, Director Policy & Legislation	Next Review:	See Table of contents
Authorized By:	B. Gingerich, CEO	Review Rep.:	E. Shantz, COO

POLICY

It is the policy of peopleCare to provide a healthy work environment for all employees of peopleCare. peopleCare promotes workplace health and wellness initiatives by providing the resources and support necessary to develop and implement these programs. Wellness is incorporated into our Health & Safety Committees (Health, Safety & Wellness). The program addresses a broad range of health issues including physical, psychosocial, environment, health practices and personal resources. The program is designed to maintain and enhance the health and well-being of the employees and organization as a whole. We encourage and support wellness programs that will lengthen life, reduce the incidence of illness, and assist everyone on achieving a productive, satisfying lifestyle.

Goals of the program

- Reducing hazards and work related injuries or illnesses.
- Giving employees the tools to improve their own health i.e. information & programs.
- Employee assistance programs (EAP).
- Assist employees with organization factors such as culture change, work/life balance, relationships at works etc.

Focus of the Program includes

1. Employee Assistance Program: This is a confidential, short term, counseling service for employees with personal problems that affect their work performance.
2. Job Design: This program refers to changes that can help improve working conditions. Included in the program is training, schedules, performance feedback and job design and routines. Input from unions or committees are included in this program.
3. Workplace violence and harassment: The program includes reporting and resolving issues to encourage a respectful and professional workplace.
4. Healthy Choices: The program includes healthy eating and active living. Monthly topics and information provide education and resources for employees.
5. Work Life Balance: The program includes initiatives that help create a better balance between the demands of the job and the healthy management of life outside work.
6. Information and Resources: The program includes resources and education for providing employees with additional information or assistance.

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7. Work related injury and illness prevention: The program is guided by the implementation of the health and Safety program and committees within the home.

Implementation

1. The Health Safety and Wellness Committees within the home have adopted this focus into their terms of reference. It is a regular agenda item of the committees.
2. A Wellness champion/champions is identified for peopleCare. This person serves as a resource to the Health & Safety committees in each of the homes.
3. The Committees will analyze the needs of the staff and plan initiatives accordingly.
4. Employees will be involved with the evaluation of the program.
5. Wellness is part of the annual operational plan for peopleCare.
6. Wellness will be a standing agenda item on a monthly management meeting in each home.